

DIRECTOR OF ADMINISTRATIVE SERVICES

DEFINITION

Under administrative direction, to plan, direct and evaluate the operations of the Administrative Services Department, including Finance, Human Resources, Information Systems, Fleet, and Risk Management; to provide expert professional assistance to the City Council, City Manager and others; and to perform related work as required.

CLASS CHARACTERISTICS

This is a department director classification with overall responsibility for the activities of the Administrative Services Department. The incumbent is accountable, through subordinate managers and supervisors, for accomplishing all department goals, and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, organizes, assigns, directs, reviews and evaluates the activities of the Administrative Services Department including Finance and Revenue Services, Human Resources, Information Systems, Fleet, Risk Management and Purchasing
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Administrative Services Department
- Directs the preparation and administration of the department budget
- Confers with and provides professional assistance to City staff members on Administrative Services matters
- Advises the City Manager and the City Council on a broad range of issues within areas of responsibility
- Establishes, within City policy, appropriate service and staffing levels; allocates resources accordingly
- Develops interpretations of state and local codes, and City policies and agreements as they apply to City operations
- Oversees the preparation of the annual City budget; approves all budgeted City expenditures as delegated by City Manager
- Participates in the review and approval of all investment decisions
- Creates and maintains a high level of confidence in the accuracy and completeness of financial records to the City Council and financial industry
- Creates and maintains a high level of confidence in the handling of human resources issues and records
- Coordinates and provides leadership in labor negotiations

- Coordinates the processing of tort claims against the City; makes settlement recommendations to third-party administrators and City Council as appropriate
- Directs the selection, evaluation, and training and development of department staff
- Prepares a variety of correspondence and reports
- Attends and makes presentations at council, interagency, committee and other meetings and conferences
- Evaluates long-term requirements for information technology equipment and fleet vehicles; makes recommendations related to product acquisition
- Negotiates and monitors contracts and agreements with outside service providers and vendors to ensure compliance, maximum benefit to City, and cost-effectiveness
- Responds to difficult or sensitive complaints and requests for information from the public, news media and City staff
- Acts on behalf of the City Manager in his/her absence as assigned
- Represents the City on boards and committees, in the community, and at professional meetings as required

QUALIFICATIONS

Knowledge of:

- Administrative principles and methods, including goal setting, program and budget development, implementation and control, personnel management and supervision
- City organization and functions; laws, rules, codes, and regulations governing Administrative Services activities
- Advanced principles and practices of fiscal management, including budgeting and investments
- Government procurement methods and guidelines
- Advanced principles and practices of human resources management, including recruitment, selection, discipline and benefits administration
- Advanced principles and practices of risk management, including liability analysis and insurance coverage evaluation
- Information systems principles, practices, applications and equipment
- Principles and practices of fleet management
- Applicable federal, state and local laws, codes and ordinances
- Modern office practices and technology including personal computer hardware and software
- English usage, spelling, grammar and punctuation
- Safe work practices

Skill in:

- Planning, organizing, assigning, directing, reviewing and evaluating activities of the Administrative Services Department
- Selecting, training, motivating and evaluating staff

- Developing, implementing, and interpreting goals, objectives, policies, procedures, and work standards
- Analyzing complex problems, evaluating alternatives, and making sound recommendations related to Administrative Services activities
- Analyzing department support needs and ensuring prompt and efficient delivery of services, materials, and supplies
- Interpreting, analyzing and applying federal, state and local laws, rules and regulations related to local government operations
- Developing and implementing sound financial, procurement, human resources and general administrative systems and procedures
- Developing and administering a municipal budget
- Preparing clear, concise and accurate reports, correspondence and other written materials
- Evaluating and preparing recommendations pertaining to insurance coverage and selection of vendors for the City-wide risk management program
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work
- Using computer technology and applications in the performance of daily activities

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to a Bachelor's degree with major coursework in public or business administration, accounting or a related field and six (6) years of progressively responsible fiscal, administrative and human resources management experience involving responsibility for the planning, organization, implementation and supervision of varied administrative work programs. At least three (3) years must be at management level.

LICENSES OR CERTIFICATES

Valid California driver's license.

PHYSICAL DEMANDS

Mobility to work in a standard office environment, use standard office equipment and attend off-site meetings. On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office duties; lift light to moderately heavy weights. Manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.